



# New Graduate Recruitment Program Lingard Private Hospital

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## Welcome

### Lingard Private Hospital New Graduate Handbook

A warm welcome to the 2022 edition of the Lingard New Graduate Handbook.

Now that you are in your final year of study it is time to consider your options in entering your chosen careers. This is especially significant this year as we celebrate the International Year of the Nurse and Midwife.

The New Grad Handbook helps you to navigate the application process. Nursing and midwifery can take you anywhere in location and health care setting. Lingard Private has the opportunity to provide a variety of settings, these include positions in surgical, medical, rehabilitation, coronary care, day surgery all aspects of theatres and ICU to name a few. The opportunities are endless and our suggestion is to keep your mind open to the opportunities available to you.

Congratulations on your decision to enter into these especially rewarding careers. Your kindness and compassion as nurses and midwives will remain with those you care for always. This is just the beginning and I wish you well for the exciting future that awaits you.

***Susan Dawson***

***Director of Clinical Services***

Lingard Private Hospital

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[www.lingardprivate.com.au](http://www.lingardprivate.com.au)

## Key Recruitment dates

| Dates              | Information  |
|--------------------|--|
| June 2021          | Information on recruitment process available on Lingard Private website  |
| June – August 2021 | Research your employment choices within HealtheCare facilities<br>Apply for a NSW Working With Children Check for paid work  |
| August 2021        | Applications for 2022 new graduate program:<br>opens 9am Monday 9 <sup>th</sup> August 2021<br>closes 5pm Friday 21 <sup>st</sup> August 2021<br>email: <a href="mailto:lng.education@healthecare.com.au">lng.education@healthecare.com.au</a><br>no applications will be accepted outside these dates             |
| September 2021     | Interview invitations will be emailed to successful applicants Friday 10 <sup>th</sup> September 2021<br>Interviews will be held <a href="#">20th September- 25<sup>th</sup> September</a>   |
| November 2021      | All applicants notified of recruitment outcome:<br><a href="#">Monday 16<sup>th</sup> November</a><br>Successful applicants must respond to position offers provided in the employment offer email by: 12 midday Monday 30 <sup>th</sup> November.<br>2 <sup>nd</sup> round offers Friday 4 <sup>th</sup> December |
| January 2022       | NG commencement – Orientation week   |
| June 2022          | 31 <sup>st</sup> January 2022          6 <sup>th</sup> June 2022   |

## Eligibility

**Are you eligible to apply for graduate employment in Lingard Private in 2022? You must be able to answer “yes” to these questions:**

1. Are you completing your nursing or midwifery degree between 1 June 2021 and 31 May 2022?

Note: completion means final result received that lead to initial registration as a Registered Nurse (RN) AND

2. Will you meet all the requirements to be registered as a RN or RM with the Nursing and Midwifery Board of Australia (NMBA) prior to the agreed date of your employment commencing? AND
3. Are you an Australian Citizen or hold a visa that allows ongoing full-time employment in Australia?

## Meeting English Language Requirements

- The English language skills registration standard (2019) applies to all nurses and midwives applying for initial registration.
- All applicants should check the level of evidence required to apply for initial registration as a nurse and/or midwife well in advance of applying to AHPRA.
- If you are required to undertake an English language test in order to gain registration, you are encouraged to investigate this as soon as possible.
- Immediately check that you meet English language requirements for registration with the NMBA by visiting

<https://www.nursingmidwiferyboard.gov.au/Registration-Standards/English-language-skills.aspx>

## Introduction

This handbook is designed to assist with the information required for the application process for the 2022 New Graduate Nursing Program.

## About HealtheCare

Healthe Care Australia is a subsidiary of Luye Medical Group, the healthcare service division of Luye Group. As a leading pan-Asian healthcare services group, the HealtheCare management team continues to work with other Luye Executives to explore growth opportunities across South East Asia and China.

We are the third largest corporate private hospital operator in Australia and one of the country's largest privately-owned healthcare organisations. Health Care employs near 7,000 people and operates a portfolio of 37 medical/surgical, rehabilitation and mental health hospitals and day surgeries located in major cities and key regional areas across Australia and one in New Zealand. These include around 2,500 beds and 70 operating theatres. We also provide a range of outpatient services including workplace rehabilitation and community nursing which offer patients flexibility and continuity of care beyond their hospital stay. Health Care is also one of the largest private providers in the mental health sector, offering near 800 beds across Australia.

Our philosophy is simple. We aim to provide people with the right tools, information and services to empower them to take control of their health. Our strong portfolio of businesses work together to deliver premium health services to our valued clients and patients.

As the largest private hospital in Newcastle, Lingard Private boasts:

- 16 modern operating theatres across two theatre departments
- Critical care units – CCU and ICU
- A dedicated Day Surgery Unit
- Cardiac Catheter Lab
- On-site rehabilitation unit
- 2 surgical wards
- An acute medical unit

Lingard Private allows for various employment opportunities in clinical specialties such as Acute Surgical and Medical, Perioperative, Critical Care, and Rehabilitation. Depending on the area of choice the 2022 program will provide either two rotations or three rotations.

## Our People

Health Care is focused on people. With almost 7,000 staff, near 2,500 patient beds and 35 hospitals, our business is all about **people**. We understand that success in the health care sector is attributed to quality staff, doctors and allied health professionals - like minded individuals.

On this basis, we aim to attract health care professionals dedicated to delivering quality care and maintaining our reputation.

We are proud of our friendly, open, honest and supportive culture. Our vision, mission and values encourage employees to proactively participate in the running of our organisation and its ongoing success.

Health Care promotes a culture of open and transparent communications where people are recognised as being the key to our success. We work hard to ensure that our people have the support and facilities to build successful practices and careers. Individuals joining our Group will appreciate:

- A comprehensive orientation to the Group and relevant site
- Flexible work hours to ensure a healthy work-life balance
- Career progression across sites
- Uniforms
- Ongoing training and development
- Open management style - access to key decision makers
- Fair and equal treatment of all employees
- Achievements recognised and rewarded

## Our Values

Health Care is committed to building a supportive working environment.

### People above all else

Provide our employees, clients and stakeholders with leadership that is inspirational and encourages them to be the best they can be. We listen, recognise and reward our people's achievements.

### Enjoyment through work/life balance

Our philosophy is based on the belief that work/life conflicts impact on employee satisfaction and enjoyment within the workplace. We focus on providing employees with flexible work arrangements to enable them to participate in the workforce and fulfil their family and lifestyle commitments.

### Professional Integrity

Provide a transparent environment where people are treated with dignity, respect and understanding. We are open and honest in our dealings with fellow employees, our clients and stakeholders.

### Optimism, creativity and initiative

We encourage vitality, enthusiasm and creativity from our employees, clients and stakeholders. We believe that diversity breeds a creative and optimistic environment.

### Determination to succeed

Provide an environment where people are encouraged to think beyond the traditional boundaries and be the best they can be. We believe that empowering and supporting our people breeds success.

- Commitment: we are committed to working with our employees, patients and stakeholders to promote and advance the organisation in a professional manner.
- People above all else
- Balance work / life

- Professional integrity
- Optimism, creativity & initiative
- Determination to succeed
- Commitment

People first, people always. If you are proactive and passionate about healthcare, a team player and want to join a private hospital where your efforts will be truly appreciated - we want to hear from you!

## Preferred areas of employment

The following rotations will be on offer for the 2022 program. There will be two intakes January 2022 and June 2022 (mandatory 2 weeks holiday over Christmas period) Please ensure that you include your preference for rotation in your application.

**1. Surgical/Medical Rotations** – A 48 week program ideally suited to those wishing to gain a grounding in Day Surgery, Medical and/or Surgical nursing. This program is suitable for both the New Graduate Registered Nurse as well as the New Graduate Enrolled Nurse.

The rotations will consist of two 24 week placements in either Medical, Surgical or Day Surgery units.

**2. Critical Care Rotations** – This 48week program is designed for those wishing to obtain an introduction to Critical Care Nursing. The program is suitable for New Graduate Registered Nurses only and will consist of two 6 month rotations through the critical care areas Coronary Care, Intensive Care and/or the Cardiac Catheterisation Lab.

**3. Perioperative Rotations** – If you have a desire to specialise in Perioperative nursing this is the program for you. Suitable for both New Graduate Registered Nurses and New Graduate Enrolled Nurses, this 48 week program will include rotations between Post-Acute Care Unit (PACU) and Anaesthetics OR Scrub and Scout.

**4. Medical Rotations** – This 48 week program is suited for those passionate about Medical nursing. The Program will consist of two rotations between our Rehabilitation and Medical wards and will cover a vast array of medical subspecialties which will give you an extensive medical experience.

## Preparing your application

When preparing your application there are several considerations. These include recruitment requirements, employment preferences and addressing the selection criteria.

## Selection Criteria

As part of your application you will be required to address each of the six (6) criteria (maximum 150 words per criterion), demonstrating your ability to meet each one. During recruitment your responses will be reviewed as part of the selection process. It is important that you give each selection criteria thoughtful consideration.

Use the CAR approach:

- **Context** - Describe the situation.
- **Action** - Explain your actions. What were your actions? What did you do?
- **Results** - Detail the result of the actions which you took.

Please provide a clear example of your understanding of the below criteria within your employment letter (recommended to relate to your clinical practice).

- 1 Display high level interpersonal, verbal and written communication skills.
- 2 Demonstrate clinical knowledge and clinical problem solving abilities.
- 3 Demonstrate your ability to work within a team.
- 4 Exhibit an understanding of the professional, ethical and legal requirements of the Registered Nurse.
- 5 Demonstrate your understanding of the role of the Registered Nurse in applying continuous improvement and quality and safety.
- 6 Demonstrate your understanding of HealtheCare core values

## Recruitment Requirements

As part of the Lingard/HealtheCare recruitment process you are required to provide:

\*Please note failure to provide the following will result in an invalid application.

|                                   |   |
|-----------------------------------|---|
| <b>Curriculum Vitae</b>           | Outlining your educational qualifications and work experience.              |
| <b>Letter addressing criteria</b> | Provide a document titled: <i>Summary Addressing Key Selection Criteria</i> |

|   |   |
|---|---|
| <b>Rotation preference</b>  | Identify in order of preference (1-4)   |
| <b>Identification</b>   | Evidence of identification and permanent residency, such as passport,<br><br>Australian birth certificate, and citizenship certificate and visa information.  |
| <b>Working With Children Check</b>                                      | NSW Working With Children Check (WWCC) clearance number for paid work by visiting <a href="https://www.kidsguardian.nsw.gov.au/">https://www.kidsguardian.nsw.gov.au/</a><br><br>You must bring a WWCC clearance number to interview for verification.                          |
| <b>Immunisation</b>   | Evidence of current immunisation in accordance with NSW Health  |
| <b>Referees</b><br><br><b>Identify two referees in your application</b> | One referee must be a clinical referee.<br><br>The second referee is to be either an employer (paid or unpaid work) or another clinical referee. The names and contact details of your two referees are to be entered with pre-employment check information prior to interview. |

## Submitting Your Application

**For applications to the Lingard Private hospitals:**

**Please email your completed application within the application time and supporting documents to:**

**Attention: Amanda Prinsen**

[lng.education@healthcare.com.au](mailto:lng.education@healthcare.com.au)